



# *The Commonwealth of Massachusetts*

## *Department of Public Safety*

*Board of Building Regulations and Standards*

*One Ashburton Place, Room 1301*

*Boston, Massachusetts 02108-1618*

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*www.mass.gov/dps*

### **M E M O R A N D U M**

**TO:** All City and Town Clerks  
**FROM:** Rob Anderson, Chief of Inspections  
**DATE:** By April 1 of every year  
**RE:** Building Official Database Update

As part of its yearly procedures, the Board of Building Regulations and Standards requires that each city and town submit a list of its currently employed building officials. On the enclosed form the name of each current building official we have on file is listed. ***If a current building official is not listed, please complete the NEW EMPLOYEE REPORT FORM and send to the address indicated. If a building official is listed who is no longer employed, please put one line through their name.*** When a building official retires, or is no longer affiliated with a city or town, they are still required to maintain their certification requirements. Please sign and date the document on the appropriate line and return the completed form [Kimberly.spencer@state.ma.us](mailto:Kimberly.spencer@state.ma.us)

Please remember that each city/town has **ONE** Inspector of Buildings/Building Commissioner, who is the top level official in the department. All other inspectors, regardless of title, are defined as Local Inspectors according to MGL c 143 § 3.

MGL c 143 § 3 states that **Building Commissioner or Inspector of Buildings:** "...shall have had at least five (5) years of experience in the supervision of building construction or design or in the alternative a four year undergraduate degree in a field related to building construction or design or any combination of education and experience which would confer equivalent knowledge and ability, as determined by the board. In addition, such persons shall have a general knowledge of the accepted requirements for building construction, fire prevention, light, ventilation and safe egress; as well as a general knowledge of other equipment and materials essential for safety, comfort, and convenience of the occupants of a building or structure; plus whatever other requirements of experience and knowledge that are deemed necessary by the municipality."

**Local Inspector:** "...shall have had at least five (5) years of experience in the supervision of building construction or design in the alternative a two year associate degree in a field related to building construction or design or any combination of education and experience which would confer equivalent knowledge and ability, as determined by the board. In addition, such person shall have a general knowledge of the accepted requirements for building construction, fire prevention, light ventilation and safe egress; as well as a general knowledge of other equipment and materials essential for safety, comfort, and convenience of the occupants of a building or structure; plus whatever other requirements of experience and knowledge that are deemed necessary by the municipality."

Thank you in advance for providing this very important information.

**DEPARTMENT OF PUBLIC SAFETY  
BOARD OF BUILDING REGULATIONS AND STANDARDS**

S\bbbs\buildingofficials

**NAME OF MUNICIPALITY:** \_\_\_\_\_

**BUILDING DEPARTMENT TELEPHONE NO.:** \_\_\_\_\_ **FAX NO.:** \_\_\_\_\_

**BUILDING DEPARTMENT MAILING ADDRESS:** \_\_\_\_\_

**EMERGENCY CONTACT CELL PHONE NUMBER FOR BUILDING DEPARTMENT:** \_\_\_\_\_

Please include ONLY those persons working in the Building Department as either – Inspector of Buildings/Building Commissioner, or Local Inspector. DO NOT include plumbing, wiring, gas or alternate building inspectors.

NAME OF ALL BUILDING OFFICIALS	TITLE Inspector of Buildings/Building Commissioner, Local Inspector	Part Time	Full Time	Is the Inspector Certified as Required by MGL c 143 § 3	Date of Original Appointment	Term of Appointment

Completed By: \_\_\_\_\_  
City/Town Clerk

Date: \_\_\_\_\_

Please email form to: [Kimberly.Spencer@state.ma.us](mailto:Kimberly.Spencer@state.ma.us)  
Or by mail: Department of Public Safety . Attn: Kimberly Spencer . 50 Maple Street – First Floor . Milford, MA . 01757  
617-875-7293